

## ABSTRACT OF THE DISCLOSURE.

5 . In an information data management apparatus, an available  
capacity for storage is ensured when information data is input and that  
information data is to be stored in a data storage unit. A process of  
10 reducing or compressing data is carried out on at least one of predetermined  
information data and summary data that indicates succinctly the contents of  
the predetermined information data. The predetermined information data  
and summary data are stored in correspondence in the data storage unit.  
The other data not subjected to reduction or compression remains in the  
15 data storage unit in the intact state. By presenting and confirming the  
other data left, the user can perceive the contents of corresponding  
information data succinctly when the other data is summary data. When  
the other data is information data, the details of the contents of the  
information data can be acquired.